



United States
Environmental Protection
Agency

Office of Solid Waste
(5301)
Washington, DC 20460

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Solid Waste



RCRA Part A Permit Application

**United States Environmental
Protection Agency
Washington, D.C. 20460**

**RCRA Part A Permit Application
Forms and Instructions**

The *Resource Conservation and Recovery Act* (RCRA) requires anyone who owns or operates a facility where hazardous waste is treated, stored, or disposed to have a RCRA hazardous waste permit issued by the U.S. Environmental Protection Agency (EPA). This booklet is designed to help you determine if you are subject to RCRA hazardous waste permitting requirements. The instructions contained in this booklet will assist you in starting the permitting process by completing and submitting EPA Form 8700-23, or in modifying your hazardous waste permit by submitting a revised EPA Form 8700-23.

There are two parts to a RCRA hazardous waste permit application -- Part A and Part B. Part A of the RCRA hazardous waste permit application comprises EPA Form 8700-23, along with maps, drawings, and photographs, as required by 40 CFR 270.13. Part B of the RCRA hazardous waste permit application contains detailed, site-specific information. There is no form for the Part B Permit Application; rather, the Part B Permit Application must be submitted in narrative form and contain the information described in applicable sections of 40 CFR 270.14 through 270.27.

Note: *Although this booklet contains information and instructions for completing a RCRA Part A Permit Application, it should not be considered a substitute for the regulations in Title 40 of the Code of Federal Regulations (40 CFR). Rather, this booklet serves as a supplement to the regulations and provides additional information not contained in 40 CFR. As an owner or operator of a hazardous waste treatment, storage, or disposal facility, you are responsible for learning and complying with all the requirements that apply to you and the operations at your facility.*

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In addition, remember that this booklet and the regulations in 40 CFR address only the Federal hazardous waste program. Many States may have hazardous waste permitting requirements that differ from the Federal requirements; those States may use EPA Form 8700-23 for the RCRA Part A submission or they may use a similar State form that requires information not requested in the EPA form. Again, it is your responsibility to make sure that you have completed and submitted all forms required under the Federal or your State program.

We know that the regulations can be confusing. Therefore, in Section III of these instructions, we have listed the addresses and phone numbers of the contacts in each State who can answer your questions and help you understand the Federal and State requirements that apply to you (see Table 1). In addition, Table 2 in Section III contains the addresses and phone numbers of contacts in each of the EPA Regional offices.

In addition to those contacts, the following sources are available to help with your questions and provide information on EPA regulations:

- A. RCRA, Superfund, and EPCRA Hotline – 1-800-424-9346
(In the Washington, D.C. area, call (703) 412-9810)
- B. EPA Small Business Ombudsman Hotline – 1-800-368-5888
- C. The EPA Web Site at:
www.epa.gov/docs/epacfr40/chapt-I.info/subch-I.htm
- D. Your Trade Association

Existing Facilities

Existing hazardous waste management facilities are those hazardous waste treatment, storage, or disposal facilities which were in operation or for which construction had commenced on or before November 19, 1980. RCRA establishes a procedure for obtaining interim status that allows these existing facilities to continue operating until a final hazardous waste permit is issued. In order to obtain interim status, existing facilities must complete a two-step process.

First, you must submit a Notification of Regulated Waste Activity using EPA Form 8700-12. You will need to submit this form in order to obtain an EPA Identification Number. If you have not notified EPA of your regulated waste activity or you need EPA Form 8700-12, please contact the appropriate State agency (see Table 1) or the EPA Regional Office which serves your area (see Table 2).

Second, you must submit a RCRA Part A Permit Application using EPA Form 8700-23, which is included in this booklet. If you do not file a Notification of Regulated Waste Activity and complete the Part A Permit Application by the deadlines specified in Section III.D. of these instructions, you will be required by law to halt your operations until a RCRA hazardous waste permit is issued.

Facility owners or operators with interim status are treated as having been issued a permit until EPA reviews the RCRA Part B Permit Application and issues a RCRA hazardous waste permit. You may submit your Part B Permit Application voluntarily; however, you are not required to submit it until it is requested by EPA. You will then have up to six months to submit the Part B Permit Application.

New Facilities

New hazardous waste management facilities are those hazardous waste treatment, storage, or disposal facilities which were not in operation or for which construction had not commenced on or before November 19, 1980. Owners or operators of new hazardous waste management facilities must submit both Parts A and B of the RCRA hazardous waste permit application at least 180 days before physical construction of the facility is expected to commence. In addition, these owners or operators are not allowed to begin physical construction of the new facility or to treat, store or dispose of hazardous wastes until receiving a RCRA hazardous waste permit. As such, new facilities do not receive interim status.

State governments may be authorized by EPA to administer hazardous waste management programs in lieu of the Federal RCRA program. You should contact your State hazardous waste management agency to determine whether your State is authorized (see Table 1). If so, you will need to comply with the specific permit application requirements of that State.

The following instructions provide specific information for completing and submitting a RCRA Part A Permit Application using EPA Form 8700-23. The instructions also provide general information for completing a RCRA Part B Permit Application. If, after reading the instructions, you have any questions regarding the RCRA hazardous waste permit application process, please contact the EPA Regional Office in your area for assistance (see Table 2).

First Part A Submission

Both new and existing facilities that treat, store, or dispose of regulated hazardous waste are required to submit a RCRA Part A Permit Application in accordance with the deadlines set forth in Section III.D. of these instructions. Owners or operators of facilities that have not previously submitted a RCRA Part A Permit Application will need to submit a permit application for the first time. Examples of facilities making their first Part A submission are new facilities or existing facilities that become newly subject to the requirement to have a RCRA hazardous waste permit. There is a box to check on EPA Form 8700-23 to indicate a first submission. Sections III and IV of this booklet contain information and line-by-line instructions for completing the RCRA Part A Permit Application.

Revised Part A Submission

There are several conditions under which a facility that has previously submitted a RCRA Part A Permit Application must revise that first submission to reflect changes that have occurred at the facility. Both facilities operating under interim status and facilities operating under a RCRA hazardous waste permit may find it necessary to revise their Part A permit. A revised Part A Permit Application can be filed using EPA Form 8700-23 and marking the box for “Revised Part A Submission.”

The conditions requiring submission of a Revised Part A Permit Application are summarized in Sections III and IV of this booklet.

Contents of This Booklet

Following is a list of the sections contained in this booklet and the information covered in those sections.

[Section I.](#) Who Must File a RCRA Hazardous Waste Permit Application?

[Section II.](#) How Do I Know if I Handle a Regulated Hazardous Waste?

[Section III.](#) How to File EPA Form 8700-23, “RCRA Part A Permit Application” (Information on How, Where, and When to File a RCRA Part A Permit Application; Plus a List of State Contacts Where You Can Get Information, Obtain Forms, and Send Your Completed Forms)

[Section IV.](#) Line-by-Line Instructions for Completing EPA Form 8700-23 (EPA Form 8700-23 is provided at the end of this booklet.)

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I. Who Must File a RCRA Hazardous Waste Permit Application?

The Resource Conservation and Recovery Act of 1976 (RCRA), as amended, requires each person owning or operating a facility for the treatment, storage, or disposal of regulated hazardous waste to have a RCRA hazardous waste permit. This includes individuals, trusts, firms, joint stock companies, Federal Agencies, corporations (including government corporations), partnerships, associations, States, municipalities, commissions, interstate bodies, other political subdivisions of a State, or Indian tribes (or an authorized Indian tribe organization). If you treat, store, or dispose of regulated hazardous waste without obtaining a permit, you may be subject to a civil or criminal penalty.

II. How Do I Know if I Handle a Regulated Hazardous Waste?

Off-Site Facilities

Owners or operators of off-site facilities that treat, store, or dispose of solid wastes, as defined by 40 CFR 261.2, are encouraged to obtain information on the solid wastes they receive from generators. If the generators will not supply this information, you are still responsible for determining if the solid wastes you handle are also hazardous wastes that are regulated by RCRA. To do so, you should follow the procedures for on-site facilities that are described below.

On-Site Facilities

Generators who treat, store, or dispose, on-site, their own solid wastes (as defined by 40 CFR 261.2), should employ the following procedures in determining if their solid wastes are hazardous wastes that are regulated by RCRA. This determination is made as follows:

1. First, you need to determine if the solid waste handled is excluded from regulation under RCRA. The list of exclusions can be found in the regulation entitled "Identification and Listing of Hazardous Waste," 40 CFR 261.4. If the solid wastes handled are excluded, a RCRA hazardous waste permit is not needed to treat, store, or dispose of these solid wastes. If the solid waste handled is not

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excluded by Section 261.4, you need to determine if the solid waste handled is a hazardous waste that is regulated under RCRA. As described below, EPA regulates a solid waste as a hazardous waste by specifically listing it as a hazardous waste or by assigning it a generic hazardous waste code because it possesses any of the four hazardous waste characteristics.

2. If the solid waste handled is not excluded by Section 261.4, you need to determine if it is a hazardous waste that is listed in 40 CFR Part 261, Subpart D, "Lists of Hazardous Wastes." If you own or operate a facility where listed hazardous waste is treated, stored, or disposed, you are subject to regulation and must file a RCRA hazardous waste permit application, unless the hazardous waste has been exempted as described below.
3. If the solid waste handled is not listed in 40 CFR Part 261, Subpart D, the solid waste may still be a hazardous waste if it possesses certain characteristics or contains certain contaminants. These characteristics and contaminants are described in 40 CFR Part 261, Subpart C, "Characteristics of Hazardous Waste." A determination that a solid waste possesses these characteristics or contaminants may be made based on either:
 - (a) Your knowledge of the hazard characteristic of the solid waste in light of the materials or processes used; or
 - (b) The results of testing the solid waste according to the methods in 40 CFR Part 261, Subpart C.

If you own or operate a facility where characteristic hazardous waste is treated, stored, or disposed, you are subject to regulation and must file a RCRA hazardous waste permit application, unless the hazardous waste has been exempted as described below.
4. If the hazardous waste that you handle has been exempted under 40 CFR 261.5 or 261.6(a)(3), you are not subject to regulation and do not need to file a RCRA hazardous waste permit application.

In addition, certain other persons who handle hazardous waste are not required to obtain a RCRA hazardous waste permit. They are:

1. Generators who accumulate their own hazardous waste on-site for less than 90 days as provided in 40 CFR 262.34;
2. Farmers who dispose of hazardous waste pesticides from their own use as provided in 40 CFR 262.70; and
3. Owners and operators of totally enclosed treatment facilities as defined in 40 CFR 260.10.

III. How to File EPA Form 8700-23, "RCRA Part A Permit Application"

As noted above, there are two parts to the RCRA hazardous waste permit application -- Part A and Part B. As required by 40 CFR 270.13, the RCRA Part A Permit Application defines the processes to be used for treatment, storage, and disposal of hazardous wastes; the design capacity of such processes; and the specific hazardous wastes to be handled at a facility. The RCRA Part A Permit Application is submitted using EPA Form 8700-23. The Part A Permit Application serves as a vehicle through which an owner or operator may submit facility-specific information to the regulatory authority and keep this information current. As specified by 40 CFR 270.14 through 270.27, the Part B Permit Application requires detailed site-specific information such as geologic, hydrologic, and engineering data. The Part B Permit Application is submitted in narrative form.

A. How Many Permit Applications Should I File?

You need submit only one RCRA hazardous waste permit application (Part A and Part B) per facility, provided that you describe all of the activities at that facility. If you conduct hazardous waste activity(ies) at more than one facility, you must submit a separate RCRA hazardous waste permit application (Part A and Part B) for each facility location.

Note: Only one permit application is required per facility. At some point, you may be required to submit revised applications to update your first Part A submission. At any given time, the first submission and any subsequent revised submissions represent the RCRA Part A Permit Application for your facility.

B. Can I Request that this Information Be Kept Confidential?

All information submitted in this form will be subject to public disclosure, to the extent provided by the Freedom of Information Act, 5 U.S.C. Section 552, and EPA's Business Confidentiality Regulations, 40 CFR Part 2 and 40 CFR 270.12. Claims of confidentiality for the name and address of any permit applicant or permittee will be denied. Persons filing this form may make claims of confidentiality for certain information. Such claims must be clearly indicated by submitting an attachment listing the specific information for which confidential treatment is requested at the time of filing. This attachment must include a written substantiation of the claim for confidentiality, that answers the following questions:

1. Which sections of the Part A Permit Application form contain the information you claim is entitled to confidential treatment?
2. For how long is confidential treatment desired for the information?
3. What measures have you taken to guard against undesired disclosure of the information to others?
4. To what extent has the information been disclosed to others, and what precautions have been taken in connection with that disclosure?
5. Has EPA or any other Federal agency made a pertinent confidentiality determination? If so, include a copy of such determination or reference to it, if available.
6. Will disclosure of the information be likely to result in substantial harmful effects on your competitive position? If so, what would those harmful effects be and why should they be viewed as substantial? Explain the causal relationship between disclosure and the harmful effects.

Information covered by a confidentiality claim and the above substantiation will be disclosed by EPA only to the extent and by means of the procedures set forth in 40 CFR Part 2 and 40 CFR 270.12.

If no claim of confidentiality or no substantiation accompanies the information when it is submitted, EPA may make the information available to the public without further notice to the submitter.

C. Where Should I Send My Completed Permit Application?

The RCRA hazardous waste permit application (Part A and Part B) should be mailed to the EPA Regional Office whose Region includes the State in which the facility is located (see Table 2).

If the State in which the facility is located administers a hazardous waste permit program under which you need a permit, you should contact the appropriate State agency for the correct forms (see Table 1). Your EPA Regional Office (Table 2) can tell you to whom to apply and can provide the appropriate address and phone number.

D. When Should I File My Permit Application?

As required by 40 CFR 270.10, the deadlines for filing RCRA hazardous waste permit applications are as follows:

- **Existing Facilities:** Under 40 CFR 270.10(e), existing facilities must submit a Part A Permit Application no later than six months following the publication of regulations that subject the facility to the requirement to have a RCRA permit.
- **New Facilities:** Under 40 CFR 270.10(f), new facilities must submit both Part A and Part B Permit Applications at least 180 days before commencing physical construction of the facility.

E. When Should My Permit Application Be Revised?

Facilities Operating Under Interim Status

In accordance with 40 CFR 270.72(a), the owner or operator of a facility operating under interim status must submit a revised RCRA Part A Permit Application at the following times:

1. Prior to treating, storing, or disposing of new hazardous wastes not previously identified in the facility's Part A permit. Similarly, when EPA (or a State with an authorized RCRA program) promulgates a rule listing or identifying new hazardous wastes, facilities managing these wastes must revise their Part A applications to reflect this activity.

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2. Prior to increasing the design capacity of the processes used at the facility. The EPA Regional Administrator (or the State Director, for an authorized State) must approve changes in capacity before they take effect at the facility.
3. Prior to changing existing processes or adding new processes for treating, storing and disposing of hazardous wastes at the facility. Changes in treatment, storage, and disposal practices must be approved by the Regional Administrator (or State Director) before they are implemented by a facility.
4. Prior to undergoing a change in ownership or operational control of a facility.
5. Whenever facility changes occur in accordance with an interim status corrective action order issued by EPA, an authorized State, or by a court in a judicial action brought by EPA or the State.
6. When a facility adds units for the treatment, storage, and disposal of hazardous waste that are newly regulated by EPA or a State. A revised Part A Permit Application must be submitted on or before the date on which the unit becomes subject to the new requirements.

Changes in the quantity of hazardous waste currently specified in the first Part A Permit Application can be made without submitting a revised Part A Permit Application, provided the quantity does not exceed the design capacities of the processes specified in the first Part A Permit Application. Failure to furnish all information required to process a RCRA hazardous waste permit application is grounds for termination of interim status.

Facilities Operating Under a RCRA Hazardous Waste Permit

Owners or operators of facilities operating under a RCRA hazardous waste permit may modify their permit at any time, in accordance with the specific requirements in 40 CFR 270.42. Appendix I to 40 CFR 270.42 divides the various types of permit modifications into Classes 1, 2, and 3, based on the complexity of facility changes necessitating a permit modification. Class 1 modifications are minor changes that keep the permit current with changes that occur to the facility or its operation. Class 2 and 3 modifications involve more significant changes in facility operations.

In all cases when a facility owner or operator requests a permit modification, however, he or she must submit the information required in the Part A Permit Application (in 40 CFR 270.13) as part of the modification submittal.

Finally, under 40 CFR 270.10(h), facilities with a RCRA hazardous waste permit must submit a new application (Part A and Part B) at least 180 days prior to the expiration date of the permit.

Estimated Burden: Public reporting burden for new Part A Permit Applications is estimated to be 27 hours. Public reporting burden for revised Part A Permit Applications is expected to be 14 hours. This reporting burden includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Director, Regulatory Information Division, 2136, U.S. Environmental Protection Agency, 401 M St., S.W., Washington, D.C. 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503, marked "Attention Desk Officer of EPA."

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Table 1
Alphabetized State Listing of Contacts for
Obtaining and Submitting the RCRA Part A Permit Application

Alabama

Obtain information or forms from, and mail completed forms to:

Alabama Department of Environmental
Management
1400 Coliseum Blvd. (FedEx or UPS)
P.O. Box 301463 (regular mail)
Montgomery, Alabama 36110-2059
(334) 271-7700

Alaska

Obtain information or forms from:

U.S. EPA Region 10
Alaska Operations Office
Federal Building
222 W. 7th Avenue, Suite 19
Anchorage, Alaska 99513-7588
(907) 271-5083

Mail completed forms to:

U.S. EPA Region 10
Office of Waste and Chemicals
Management, WCM-121
RCRA/TSCA Permits Team
1200 Sixth Avenue
Seattle, Washington 98101
(206) 553-1253

American Samoa

Obtain information or forms from, and mail completed forms to:

U.S. EPA Region 9
Hazardous Waste Management Division
75 Hawthorne Street, WST-4
San Francisco, California 94105
(415) 744-2422

Arizona

Obtain information or forms from, and mail completed forms to:

Office of Waste Programs
Arizona Department of
Environmental Quality
3033 N. Central Avenue
Phoenix, Arizona 85012
(602) 207-4146

Arkansas

Obtain information or forms from, and mail completed forms to:

Arkansas Department of Environmental
Quality
8001 National Drive
P.O. Box 8913
Little Rock, Arkansas 72219-8913
(501) 682-0833

California

Obtain information or forms from:

CA Region 1
Department of Toxic Substances Control
Attn: Permitting Division
10151 Croydon Way, Suite 3
Sacramento, California 95827
(916) 255-3618

CA Region 2

Department of Toxic Substances Control
700 Heinz Avenue, Suite 200
Berkeley, California 94710
(510) 540-2122

CA Region 3

Department of Toxic Substances Control
1011 North Grandview Avenue
Glendale, California 91201
(818) 551-2830

CA Region 4

Department of Toxic Substances Control
5796 Corporate Avenue
Cyprus, California 90630
(714) 484-5400

Mail completed forms to:

U.S. EPA Region 9
Hazardous Waste Management Division
75 Hawthorne Street, WST-4
San Francisco, California 94105
(415) 744-2422

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Colorado

Obtain information or forms from, and mail completed forms to:

Colorado Department of Public Health and Environment
Hazardous Materials and Waste Management Division
4300 Cherry Creek Drive, S.
HMWMD-HWC-B2
Denver, Colorado 80246-1530
(303) 692-3300

Connecticut

Obtain information or forms from, and mail completed forms to:

Department of Environmental Protection
Bureau of Waste Management
Waste Engineering and Enforcement Division
79 Elm Street
Hartford, Connecticut 06106-5127
(860) 424-3372

Delaware

Obtain information or forms from, and mail completed forms to:

Delaware Department of Natural Resources and Environmental Control
Solid and Hazardous Waste Management Branch
Attn: Susan Morris
89 Kings Highway
Dover, Delaware 19901
(302) 739-3689

District of Columbia

Obtain information or forms from, and mail completed forms to:

Department of Health
Environmental Health Administration
Attn: Mark Hughes
51 N Street, N.E., 3rd Floor
Washington, D.C. 20002
(202) 535-2285

Send courtesy copy to:

U.S. EPA Region 3
Technical Support Branch, 3WC11
1650 Arch Street
Philadelphia, Pennsylvania 19103

Florida

Obtain information or forms from, and mail completed forms to:

Hazardous Waste Regulation Section
Department of Environmental Regulation
Twin Towers Office Building
2600 Blair Stone Road
Tallahassee, Florida 32399-2400
(904) 488-0300

Georgia

Obtain information or forms from, and mail completed forms to:

Hazardous Waste Branch
Environmental Protection Division
Georgia Department of Natural Resources
Floyd Towers East, Room 1154
205 Butler Street, S.E.
Atlanta, Georgia 30334
(404) 656-7802

Guam

Obtain information or forms from, and mail completed forms to:

Guam Environmental Protection Agency
P.O. Box 22439-GMF
(Calibration Lab Building)
Barrigada, Guam 96921

Hawaii

Obtain information from:

Hawaii Department of Health
Solid and Hazardous Waste Branch
919 Ala Moana Boulevard, Suite 212
Honolulu, Hawaii 96814
(808) 586-7509

Obtain forms from and mail completed forms to:

U.S. EPA Region 9
Hazardous Waste Management Division
75 Hawthorne Street, WST-4
San Francisco, California 94105
(415) 744-2422

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Idaho

Obtain information or forms from, and mail completed forms to:

Idaho Department of Health and Welfare
Division of Environmental Quality
State Waste Management and Remediation Program
Hazardous Waste Permit Coordinator
1410 N. Hilton Street
Boise, Idaho 83706
(208) 373-0547

Illinois

Obtain information or forms from, and mail completed forms to:

Illinois Environmental Protection Agency
Division of Land Pollution Control
1021 N. Grand Avenue, E.
Springfield, Illinois 62794
(217) 782-6761

Indiana

Obtain information or forms from, and mail completed forms to:

Indiana Department of
Environmental Management
100 N. Senate Avenue
P.O. Box 6015
Indianapolis, Indiana 46206
(317) 232-3242

Iowa

Obtain information or forms from, and mail completed forms to:

U.S. EPA Region 7
Air, RCRA, and Toxics Division
RCRA Enforcement and State Programs Branch (ARTD/RESP)
901 N. 5th Street
Kansas City, Kansas 66101
(913) 551-7126

Kansas

Obtain information or forms from, and mail completed forms to:

Department of Health and Environment
Bureau of Waste Management
Waste Policy, Planning, and Outreach Section
Attn: David Branscum
Forbes Field, Building 740
Topeka, Kansas 66620
(785) 296-6898

Kentucky

Obtain information or forms from, and mail completed forms to:

Division of Waste Management
Department of Environmental Protection
Cabinet for Natural Resources
and Environmental Protection
Attn: Marlyn Godby
Fort Boone Plaza, Building No. 2
14 Reilly Road
Frankfort, Kentucky 40601
(502) 564-6716

Louisiana

Obtain information or forms from, and mail completed forms to:

Louisiana Department of Environmental Quality
Department of Solid and Hazardous Waste
P.O. Box 82178
Baton Rouge, Louisiana 70884-2178
(504) 765-0261

Maine

Obtain information or forms from, and mail completed forms to:

Department of Environmental Protection
Bureau of Remediation and Waste Mgmt.
State House Station #17
Augusta, Maine 04333
(207) 287-2651

Maryland

Obtain information or forms from, and mail completed forms to:

Maryland Department of the Environment
Hazardous Waste Program
Attn: Emily Troyer
Tracking/Certification Branch
2500 Broening Highway
Baltimore, Maryland 21224
(410) 631-3344

Massachusetts

Obtain information or forms from, and mail completed forms to:

Division of Business Compliance
Bureau of Waste Prevention
Massachusetts Department of Environmental Protection
One Winter Street, 9th Floor
Boston, Massachusetts 02108
(617) 292-5500

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Michigan

Obtain information or forms from, and mail completed forms to:

Michigan Department of Environmental
Quality
Waste Management Division
Box 30241
Lansing, Michigan 48909
(517) 373-2730 or
(517) 373-1837

Minnesota

Obtain information or forms from, and mail completed forms to:

Metro District and Major Facilities
Attn: Rich Sandberg
Minnesota Pollution Control Agency
520 Lafayette Road, N.
St. Paul, Minnesota 55155
(651) 296-7290

Mississippi

Obtain information or forms from, and mail completed forms to:

Department of Environmental Quality
Attn: Ms. Willie Brandon
101 W. Capital Street, Suite 100
Jackson, Mississippi 39201
or
Department of Environmental Quality
Attn: Ms. Willie Brandon
P.O. Box 10385
Jackson, Mississippi 39289-0385
(601) 961-5171

Missouri

Obtain information or forms from, and mail completed forms to:

Hazardous Waste Program
Attn: Art Groner
Department of Natural Resources
1738 E. Elm Street
P.O. Box 176
Jefferson City, Missouri 65101
(573) 751-3176

Montana

Obtain information or forms from, and mail completed forms to:

Montana Department of Environmental
Quality
Hazardous Waste Program
Metcalf Building
1520 E. Sixth Avenue
Helena, Montana 59620
(406) 444-1430

Nebraska

Obtain information or forms from, and mail completed forms to:

RCRA Section
Attn: Teri Swarts
Department of Environmental Quality
The Atrium, Suite 400
1200 N Street
P.O. Box 98922
Lincoln, Nebraska 68509-8922
(402) 471-4218

Nevada

Obtain information or forms from, and mail completed forms to:

NDEP
Bureau of Waste Management
333 West Nye Lane, Room 138
Carson City, Nevada 89706-0851
(702) 687-5872

New Hampshire

Obtain information or forms from, and mail completed forms to:

Department of Environmental Services
Waste Management Division
6 Hazen Drive
Concord, New Hampshire 03301
(603) 271-2901

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New Jersey

Obtain information from:

New Jersey Department of
Environmental Protection
Attn: Environmental Regulation
Bureau of Hazardous Waste and Transfer
Facilities
P.O. Box 414

Trenton, New Jersey 08625-0414
(609) 292-9880

*Obtain forms from and mail
completed forms to:*

U.S. EPA Region 2
Division of Environmental Planning and
Protection
RCRA Programs Branch
290 Broadway Street, 22nd Floor
New York, New York 10007-1866
(212) 637-4106

New Mexico

*Obtain information or forms from, and mail
completed forms to:*

New Mexico Environment Department
Hazardous Waste Bureau
P.O. Box 26110
Santa Fe, New Mexico 87502
(505) 827-1557

New York

Obtain information from:

New York State Department of
Environmental Conservation
Division of Solid and Hazardous Materials
Bureau of Hazardous Waste Management
50 Wolf Road
Albany, New York 12233-7251
(518) 457-9257

*Obtain forms from and mail completed forms
to:*

U.S. EPA Region 2
Division of Environmental Planning and
Protection
RCRA Programs Branch
290 Broadway Street, 22nd Floor
New York, New York 10007-1866
(212) 637-4106

North Carolina

*Obtain information or forms from, and mail
completed forms to:*

North Carolina Department of
Environment and Natural Resources
Division of Waste Management
401 Oberlin Road, Suite 150
Raleigh, North Carolina 27605
or

North Carolina Department of
Environment and Natural Resources
Division of Waste Management
P.O. Box 29603
Raleigh, North Carolina 27611-9603
(919) 733-2178

North Dakota

*Obtain information or forms from, and mail
completed forms to:*

Division of Waste Management
North Dakota Department of Health
1200 Missouri Avenue
P.O. Box 5520
Bismarck, North Dakota 58506-5520
(701) 328-5166

Northern Mariana Islands

*Obtain information or forms from, and mail
completed forms to:*

U.S. EPA Region 9
Hazardous Waste Management Division
75 Hawthorne Street, WST-4
San Francisco, California 94105
(415) 744-2422

Ohio

*Obtain information or forms from, and mail
completed forms to:*

Ohio Environmental Protection Agency
Lavarus Government Center
Division of Hazardous Waste Management
1222 S. Front Street
Columbus, Ohio 43215
(614) 644-2977

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Oklahoma

Obtain information or forms from, and mail completed forms to:

Department of Environmental Quality
Hazardous Waste Management Service
P.O. Box 1677
Oklahoma City, Oklahoma 73101-1677
(405) 702-5189

Oregon

Obtain information or forms from, and mail completed forms to:

Oregon Department of
Environmental Quality
Attn: Chris Pickens
Hazardous Waste Operations
811 SW Sixth Avenue
Portland, Oregon 97204
(503) 229-6352

Pennsylvania

Obtain information from:

Pennsylvania Department of
Environmental Protection
Rachel Carson State Office Building
Attn: Joe Hayes
Permitting Section
400 Market Street, 14th Floor
Harrisburg, Pennsylvania 17105-8741
(717) 787-6239

Obtain forms from and mail completed forms to:

U.S. EPA Region 3
Waste and Chemicals Management
Division, 3WC11
1650 Arch Street
Philadelphia, Pennsylvania 19103-2029
(215) 814-3413

Puerto Rico

Obtain information or forms from, and mail completed forms to:

U.S. EPA Region 2
Division of Environmental Planning and
Protection
RCRA Programs Branch
290 Broadway Street, 22nd Floor
New York, New York 10007-1866
(212) 637-4106

Rhode Island

Obtain information or forms from, and mail completed forms to:

Department of Environmental Management
Office of Waste Management
235 Promenade Street
Providence, Rhode Island 02908-5767
(401) 222-1360

South Carolina

Obtain information or forms from, and mail completed forms to:

Bureau of Solid and Hazardous Waste
Management
Department of Health and Environmental
Control
2600 Bull Street
Columbia, South Carolina 29201
(803) 896-4000

South Dakota

Obtain information or forms from, and mail completed forms to:

Department of Environment and
Natural Resources
Waste Management Program
523 E. Capitol Avenue
Pierre, South Dakota 57501-3181
(605) 773-3153

Tennessee

Obtain information or forms from, and mail completed forms to:

Division of Solid Waste Management
Tennessee Department of Environment
and Conservation
401 Church Street
LNC Tower, 5th Floor
Nashville, Tennessee 37243-1535
(615) 532-0780

Texas

Obtain information or forms from, and mail completed forms to:

Texas Natural Resource Conservation
Commission
Registration and Evaluation Division
Registration and Reporting Section
P.O. Box 13087, MC-129
Austin, Texas 78711-3087
(512) 239-6832

RCRA Part A Permit Application

Utah

Obtain information or forms from, and mail completed forms to:

Division of Solid and Hazardous Waste
Department of Environmental Quality
P.O. Box 144880
Salt Lake City, Utah 84114-4880
(801) 538-6170

Vermont

Obtain information or forms from, and mail completed forms to:

Department of Environmental Conservation
Agency of Natural Resources
Waste Management Division
West Office Building
103 S. Main Street
Waterbury, Vermont 05671-0404
(802) 241-3867

Virgin Islands

Obtain information from:

Virgin Islands Department of
Planning and Natural Resources
Division of Environmental Protection
179 Altona and Welgunst
St. Thomas, Virgin Islands 00801
(809) 693-0114

Obtain forms from and mail completed forms to:

U.S. EPA Region 2
Division of Environmental Planning and
Protection
RCRA Programs Branch
290 Broadway Street, 22nd Floor
New York, New York 10007-1866
(212) 637-4106

Virginia

Obtain information or forms from, and mail completed forms to:

Commonwealth of Virginia
Department of Environmental Quality
Attn: Lisa Ellis
629 E. Main Street
Richmond, Virginia 23219
(804) 698-4177

Washington

Obtain information or forms from:

Washington Department of Ecology
P.O. Box 47600
Olympia, Washington 98504-7600
(360) 407-6703

Mail completed forms to:

U.S. EPA Region 10
Office of Waste and Chemicals
Management, WCM-121
RCRA/TSCA Permits Team
1200 Sixth Avenue
Seattle, Washington 98101
(206) 553-1253

West Virginia

Obtain information or forms from, and mail completed forms to:

West Virginia Division of Environmental
Control
Office of Waste Management
Attn: G.S. Atwal
1356 Hansford Street
Charleston, West Virginia 25301
(304) 558-2505

Wisconsin

Obtain information or forms from, and mail completed forms to:

Bureau of Waste Management
Department of Natural Resources
P.O. Box 7921
Madison, Wisconsin 53707
(608) 266-2111

Wyoming

Obtain information or forms from, and mail completed forms to:

Wyoming Department of Environmental
Quality
Solid and Hazardous Waste Division
Hazardous Waste Permitting and
Corrective Action
122 W. 25th Street
Herschler Building, 4th Floor West
Cheyenne, Wyoming 82002
(307) 777-7752

RCRA Part A Permit Application

Table 2
U.S. EPA Regional Contacts for the RCRA Part A Permit Application

U.S. EPA Region 1

Office of Ecosystem Protection
Hazardous Waste Program Unit
One Congress Street, Suite 1100
Boston, MA 02114-2023
(618) 918-1640
*Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island,
Vermont*

U.S. EPA Region 2

Division of Environmental Planning and
Protection
RCRA Programs Branch
290 Broadway Street, 22nd Floor
New York, NY 10007-1866
(212) 637-4106
*New Jersey, New York, Puerto Rico,
Virgin Islands*

U.S. EPA Region 3

Waste and Chemicals Management
Division, 3WC11
1650 Arch Street
Philadelphia, PA 19103-2029
(215) 814-3413
*Delaware, District of Columbia,
Maryland, Pennsylvania, Virginia,
West Virginia*

U.S. EPA Region 4

Hazardous Waste Management Division
RCRA Permitting Section
61 Forsyth Street, Atlanta, GA 30303
(404) 562-8440
*Alabama, Florida, Georgia, Kentucky,
Mississippi, North Carolina, South
Carolina, Tennessee*

U.S. EPA Region 5

RCRA Activities
77 West Jackson Blvd, P.O. Box A3587
Chicago, IL 60690
(312) 886-4001
*Illinois, Indiana, Michigan, Minnesota,
Ohio, Wisconsin*

U.S. EPA Region 6

Multimedia Planning and Permitting
Division (6PD-I)
1445 Ross Avenue, Suite 1200
Dallas, TX 75202-2733
(214) 665-6750
*Arkansas, Louisiana, New Mexico,
Oklahoma, Texas*

U.S. EPA Region 7

Air, RCRA, and Toxics Division
RCRA Enforcement and State Programs
Branch (ARTD/RESP)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020
Iowa, Kansas, Missouri, Nebraska

U.S. EPA Region 8

Office of Partnerships and Regulatory
Assistance
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6319
*Colorado, Montana, North Dakota,
South Dakota, Utah, Wyoming*

U.S. EPA Region 9

Hazardous Waste Management Division
75 Hawthorne Street, WST-4
San Francisco, CA 94105
(415) 744-2422
*Arizona, California, Hawaii, Nevada,
American Samoa, Guam, Northern
Mariana Islands*

U.S. EPA Region 10

Office of Waste and Chemicals
Management, WCM-122
1200 Sixth Avenue
Seattle, WA 98101
(206) 553-2859
*From within Alaska, toll-free:
(800) 550-7272
Alaska, Idaho, Oregon, Washington*

IV. Line-by-Line Instructions for Completing EPA Form 8700-23

This form must be completed by all RCRA Hazardous Waste Permit applicants.

First Part A Submission

All persons submitting a RCRA Part A Permit Application for the first time must complete Items I through XVIII in their entirety.

Revised Part A Submission

All persons submitting a revised Part A Permit Application must complete, in their entirety, all items on the application for which changes are requested. In addition, Items I, II, III, VI, VII, VIII and XVIII must be completed. All other sections may be left blank.

General Instructions

Please type or print in the unshaded areas, leaving only one blank box between words. The boxes are spaced at 1/4" intervals, which accommodate elite type (12 *characters per inch*). When typing, hit the space bar twice between characters. If you print, place each character in a box. Abbreviate if necessary to stay within the number of boxes allowed for each item. If you must use additional sheets, indicate clearly the number of the Item on the form to which the information on the separate sheet applies. **NOTE: If you use the e-form, hit the tab key between characters.**

Unless otherwise specified in the instructions to the form, each item must be answered. To indicate that each item has been considered, enter "NA" for not applicable if a particular item does not fit the circumstances or characteristics of your facility or activity.

If you have previously submitted information to EPA or an authorized State agency which answers a question on the form, you may either repeat the information in the space provided or attach a copy of the previous submission. Some items in the form require narrative explanation. If more space is necessary to answer a question, attach a separate sheet entitled "Additional Information."

RCRA Part A Permit Application

Item I - ID Number(s):

- A. First Part A Submission:** Place an "X" in this box if this is the facility's first Part A submission under a current or previous ownership.
- B. Revised Part A Submission:** Place an "X" in this box if this is a revision to a previous Part A Permit Application for this facility. (Enter the amendment number, if known.)
- C. EPA ID Number:** Space is provided on the Part A form for insertion of your EPA Identification Number. If you have an existing facility, enter your Identification Number. If you don't know your EPA Identification Number, please contact your EPA Regional Office (see Table 2), which will provide you with your number or send you EPA Form 8700-12, "Notification of Regulated Waste Activity" to apply for an EPA Identification Number. If your facility is new (not yet constructed) or you do not have an EPA Identification Number, leave this item blank.
- D. Secondary ID Number:** Enter any non-EPA ID number that your facility has been issued. For example, for wastes regulated by a State or local authority, give the ID number issued by the other authority.

Item II - Name of Facility:

Enter the facility's official or legal name. Do not use a colloquial name.

Item III - Facility Location:

- A. Location:** Give the address or location of the facility identified in Item II of this form. Please note that the address you give for Item III must be a physical address, *not a post office box or route number*. If the facility lacks a street name give the most accurate alternative geographic information (e.g., section number or quarter section number from county records or at intersection of Rts. 425 and 22).

RCRA Part A Permit Application

County Code and Name: Give the county code, if known. If you do not know the county code, enter the county, township, borough, parish, or other local government entity name, from which EPA can automatically generate the county code. To obtain a list of county codes, contact the National Technical Information Service, U.S. Department of Commerce, Springfield, Virginia, 22161 or at (703) 487-4650. The list of codes is contained in the Federal Information Processing Standards Publication (FIPS PUB) number 6-3.

- B. Land Type:** Using the codes listed below, indicate in III. B. the code which *best describes* the current legal status of the land on which the facility is located:

F = Federal
S = State
I = Indian
P = Private
C = County
M = Municipal*
D = District
O = Other

** If the Land Type is **best described** as Indian, County or District, please use those codes. Otherwise, use Municipal.*

- C. Geographic Location:** Enter the latitude and longitude of the facility in degrees, minutes, and seconds. For larger facilities, enter the latitude and longitude at the approximate mid-point of the facility. You may use the map you provide for Item XV to determine latitude and longitude. Latitude and longitude information is also available from Regional Offices of the U.S. Department of Interior, Geological Survey, and from State Natural Resource or Environmental Agencies.
- D. Facility Existence Date:** Enter the appropriate date that applies to your facility from the following:
1. The date that hazardous waste operations at the facility commenced;
 2. The date construction on the facility commenced; or
 3. The date operation is expected to begin.

RCRA Part A Permit Application

Item IV - Facility Mailing Address:

Please enter the Facility Mailing Address. If the Mailing Address and the Facility Location (Item III) are the same, you can print "same" in the space for Item IV.

Item V - Facility Contact:

Give the name, title, and work telephone number of a person who is thoroughly familiar with the operation of the facility and with the facts reported in this Part A Permit Application and who can be contacted by reviewing offices if necessary.

Item VI - Facility Contact Address:

- A. Code:** If the contact address is the same as the facility location address listed in Item III or the facility mailing address listed in Item IV, place an "X" in the appropriate box to indicate where the contact may be reached. If the facility location address, the facility mailing address, and the facility contact address are all the same, mark the "Location" box. If the contact is *not* the same as those addresses in either Item III or IV, place an "X" in the "Other" box and complete Item VI.B. If an "X" is entered in either the location or mailing box, Item VI.B. should be left blank.
- B. Address:** Enter the facility contact address only if the contact address is different from either the facility location address (Item III) or the facility mailing address (Item IV) and Item VI.A. was left blank.

Item VII - Operator Information:

- A. Name:** Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this Part A Permit Application. This may or may not be the same name as the facility. The operator of the facility is the legal entity which controls the facility's operation rather than the plant or site manager. Do not use a colloquial name. Also enter the telephone number and address where the operator can be contacted.

B. Operator Type: Using the codes listed below, indicate in VII.B. the code which *best describes* the legal status of the current operator of the facility:

F = Federal
S = State
I = Indian
P = Private
C = County
M = Municipal*
D = District
O = Other

** If the Operator Type is **best described** as Indian, County or District, please use those codes. Otherwise, use Municipal.*

C. Change of Operator Indicator:

Note: *If this is your facility's first submission of a Part A Permit Application, leave VII.C. blank and skip to Item VIII. If this is a revised Part A Submission, complete Item VII.C. as directed below.*

If the operator of this facility has changed since the facility's previous Part A was submitted, place an "X" in the box marked "Yes" and enter the date the operator changed.

If the operator of this facility has not changed since the facility's previous Part A was submitted, place an "X" in the box marked "No" and skip to Item VIII.

If any additional operators have been added or replaced since the facility's previous Part A was submitted, place an "X" in the box marked "Yes." Use the comment section in XIX to list any additional operators, the dates they became operators, and which operator(s) (if any) they replaced. If necessary, attach a separate sheet of paper.

RCRA Part A Permit Application

Item VIII - Facility Owner:

- A. Name:** Enter the name of the legal owner(s) of the facility, including the property owner. Also enter the address and phone number where this individual can be reached. Use the comment section or additional sheets if necessary to list more than one owner.
- B. Owner Type:** Using the codes listed below, indicate in VIII.B. the code which *best describes* the legal status of the current owner of the facility:

F = Federal
S = State
I = Indian
P = Private
C = County
M = Municipal*
D = District
O = Other

** If the Owner Type is **best described** as Indian, County or District, please use those codes. Otherwise, use Municipal.*

C. Change of Owner Indicator:

Note: *If this is your facility's first submission of a Part A Permit Application, leave VIII. C. blank and skip to Item IX. If this is a revised Part A Submission, complete Item VIII.C. as directed below.*

If the owner of this facility has changed since the facility's previous Part A was submitted, place an "X" in the box marked "Yes" and enter the date the owner changed.

If the owner of this facility has not changed since the facility's previous Part A was submitted, place an "X" in the box marked "No" and skip to Item IX.

If any additional owners have been added or replaced since the facility's previous Part A was submitted, place an "X" in the box marked "Yes." Use the comment section in XIX to list any additional owner(s), the dates they became owners, and which owner(s) (if any) they replaced. If necessary, attach a separate sheet of paper.

Item IX - NAICS Codes:

List, in descending order of significance, the North American Industry Classification System (NAICS) codes that best describe your facility in terms of the principal products or services you produce or provide. Enter each 5- or 6-digit NAICS code starting in the left most box. If you use a 5-digit code, leave the sixth box blank. Also, specify each classification in words. These classifications may differ from the NAICS codes describing the operation generating the hazardous wastes.

Note: *The North American Industry Classification System (NAICS) replaces the U.S. Standard Industrial Classification (SIC) system. NAICS was developed by the U.S., Canada, and Mexico to provide comparable statistics across the three countries. NAICS also provides for increased comparability with the International Standard Industrial Classification (ISIC) system, developed and maintained by the United Nations.*

NAICS industries are identified by a 6-digit code, though the sixth digit is not always used. In contrast, the SIC system used a 4-digit SIC code. The longer code accommodates a larger number of sectors and allows more flexibility in designating subsectors. NAICS codes are standardized internationally up to the fifth digit. The sixth digit, when used, identifies subdivisions of NAICS industries that may be unique to an individual country.

NAICS code numbers and descriptions may be found in North American Industry Classification System (NAICS) - United States, 1997, which is prepared by the Office of Management and Budget's Economic Classification Policy Committee. This NAICS manual is available in printed or CD-ROM versions from the Department of Commerce's National Technical Information Service, Springfield, Virginia. Additional information also is available on the Department of Commerce's Census Bureau website at www.census.gov. If you have any questions concerning the appropriate NAICS code for your facility, contact your EPA Regional office (see Table 2).

RCRA Part A Permit Application

Item X - Other Environmental Permits:

- A. Permit Type:** Using the codes listed below, enter a letter on the form for all other environmental permits the facility has received, or for which the facility has filed an application, even if the permit has not yet been received.
- N = NPDES (National Pollutant Discharge Elimination System) Clean Water Act
- P = PSD (Prevention of Significant Deterioration) Clean Air Act
- R = RCRA (Resource Conservation and Recovery Act)
- U = UIC (Underground Injection Control) Safe Drinking Water Act
- F = EPA 404 (Dredge or Fill Permits under Section 404 of the Clean Water Act)
- E = Other relevant environmental permits. List any other relevant Federal (e.g., permits under the Ocean Dumping Act), State (e.g., State permits for new air emission sources in nonattainment areas under Part D of the Clean Air Act or State permits under Section 404 of the Clean Water Act), or local environmental permits or applications.
- B. Permit Number:** Give the number of each presently effective permit issued to the facility for each program, or if you have previously filed an application, but have not yet received a permit, give the number of the application. If you have more than one currently effective permit for your facility under a particular permit program, you may list additional permit numbers on a separate sheet of paper.
- C. Description:** Use the space provided for any additional information identifying or describing the permits.

Item XI - Nature of Business:

Briefly describe the nature of your business (e.g., products produced or services provided). If more space is needed, please attach additional sheets.

Item XII - Process Codes and Design Capacities:

The information in Item XII describes all the processes that will be used to treat, store, or dispose of hazardous waste at the facility. The design capacity of each process must be provided as part of the description. The design capacity of injection wells and landfills at existing facilities should be measured as the remaining, unused capacity. Tank storage should refer to each tank, not each tank farm. Please indicate the location of each process listed in Item XII on either the map provided for Item XV or the photographs provided for Item XVII. Use the line number from Item XII to indicate where the process(es) are located. See the form for detailed instructions to Item XII.

Note: *Submission of a revised Part A Permit Application is required before processes for treating, storing or disposing of hazardous wastes are changed; before new processes are added; and/or before the design capacities of these processes are increased.*

Item XIII - Other Processes:

Use this space to describe other processes that did not have a specific process code listed in Item XII.A. of the form. Follow the instructions in Item XII.A. on the form for other process codes (i.e., D99, S99, T04, and X99 process codes).

Item XIV - Description of Hazardous Wastes:

The information in Item XIV describes all the hazardous waste that will be treated, stored, or disposed at the facility. In addition, the processes that will be used to treat, store, or dispose of each hazardous waste and the estimated annual quantity of each hazardous waste must be provided. See the form for detailed instructions to Item XIV.

Note: *Submission of a revised Part A Permit Application is required before a facility begins treating, storing, or disposing of new hazardous wastes not previously identified in the facility's Part A Permit Application. Changes in the quantity of hazardous waste previously specified in the Part A Permit Application can be made without submitting a revised Part A Permit Application, provided the quantity does not exceed the process design capacities specified in the first Part A submission.*

RCRA Part A Permit Application

Item XV - Map:

Provide a topographic map or maps of the area extending to at least one mile beyond the property boundaries of the facility. The map must clearly show the following:

- The legal boundaries of the facility;
- The location and serial number of each of your existing and proposed intake and discharge structures;
- All hazardous waste management facilities;
- Location of all processes listed in Items XII and XIII identified by process code;
- Each well where you inject fluids underground; and
- All springs and surface water bodies in the area, plus all drinking water wells within 1/4 mile of the facility which are identified in the public record or otherwise known to you.

If an intake or discharge structure, hazardous waste disposal site, or injection well associated with the facility is located more than one mile from the plant, include it on the map, if possible. If not, attach additional sheets describing the location of the structure, disposal site, or well, and identify the U.S. Geological Survey (or other) maps corresponding to the location.

On each map, include the map scale, a meridian arrow showing north, and latitude and longitude at the nearest whole second. On all maps of rivers, show the direction of the current, and in tidal waters, show the directions of the ebb and flow tides. Use a 7-1/2 minute series map published by the U.S. Geological Survey, which may be obtained through the U.S. Geological Survey Office listed below. If a 7-1/2 minute series map has not been published for your facility site, then you may use a 15-minute series map from the U.S. Geological Survey. If neither a 7-1/2 nor 15-minute series map has been published for your facility site, use a plant map or other appropriate map, and include all the requested information; in this case, briefly describe land uses in the map area (e.g., residential, commercial).

RCRA Part A Permit Application

You may trace your map from a geological survey chart, or other map meeting the above specifications. If you do, your map should bear a note showing the number or title of the map or chart it was traced from. Include the names of nearby towns, water bodies, and other prominent points.

To obtain map indices, contact one of the following Earth Science Information Centers (ESICs):

Anchorage - ESIC
4230 University Dr.
Rm. 101
Anchorage, AK 99508-4664
(907) 786-7011

Salt Lake City - ESIC
8105 Federal Building
125 S. State Street
Salt Lake City, UT 84138
(801) 975-3742

Fairbanks - ESIC
Box 12, New Federal Building
101 Twelfth Avenue
Fairbanks, AK 99701
(907) 474-7487
(907) 474-7598

Sioux Falls - ESIC
EROS Data Center
Sioux Falls, SD 57198-0001
(605) 594-6151

Lakewood - ESIC
Box 25046, MS 504
Denver Federal Center
Denver, CO 80225
(303) 236-5829

Spokane - ESIC
U.S. Post Office Building,
Room 135
West 904 Riverside Avenue
Spokane, WA 99201-1088
(509) 353-2524

Menlo Park - ESIC
Room 3128, Building 3, MS 532
345 Middlefield Road
Menlo Park, CA 94025
(415) 329-4390

Stennis Space Center - ESIC
Building 3101
Stennis Space Center, MS 39529
(601) 688-3541

Reston - ESIC
507 National Center
Reston, VA 22092
(703) 648-6045

Washington, D.C. - ESIC
Department of the Interior Building
18th & C Streets, NW
Room 2650
Washington, D.C. 20240
(202) 208-4047

Rolla - ESIC
1400 Independence Road, MS 231
Rolla, MO 65401
(573) 308-3500

RCRA Part A Permit Application

Item XVI - Facility Drawing:

All existing facilities must include a drawing showing the general layout of the facility. This drawing should be approximately to scale and fit on an 8 ½" x 11" sheet of paper. The drawing should show the following:

1. The property boundaries of the facility;
2. The areas occupied by all storage, treatment, or disposal operations that will be used during interim status;
3. The name of each operation (e.g., multiple hearth incinerator, drum storage area, etc.);
4. Areas of past storage, treatment, or disposal operations;
5. Areas of future storage, treatment, or disposal operations;
6. The approximate dimensions of the property boundaries and all storage, treatment, and disposal areas. *(Where applicable, use the process codes listed in Items XII and XIII to indicate the location of all storage, treatment, and disposal areas.)*

Note: *New facilities do not have to complete Item XVI.*

Item XVII - Photographs:

All existing facilities must include photographs that clearly delineate all existing structures; all existing areas for storing, treating, or disposing of hazardous waste; and all known sites of future storage, treatment, or disposal operations. Photographs may be color or black and white, ground-level or aerial. Indicate the date the photograph was taken on the back of each photograph. Use the process codes listed in Items XII and XIII to indicate the location of all storage, treatment, and disposal areas.

Note: *New facilities do not have to complete Item XVII.*


Item XVIII - Certification(s):

All facility owners must sign Item XVIII. If the facility will be operated by someone other than the owner, then the operator must also sign Item XVIII. Federal regulations require the certification to be signed as follows:

- A. For a corporation, by a principal executive officer at least the level of vice president;
- B. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- C. For a municipality, State, Federal, or other public facility, by either a principal executive officer or ranking elected official.

The Resource Conservation and Recovery Act provides severe penalties for submitting false information on this Part A Permit Application form.

Section 3008(d) of the Resource Conservation and Recovery Act provides that "Any person who knowingly makes any false statement or representation in any application, ...shall, upon conviction be subject to a fine of not more than \$25,000 for each day of violation, or to imprisonment not to exceed one year, or both."

For EPA Regional Use Only <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Date Received Month Day Year <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; height: 20px; border: 1px solid black;"></div> <div style="width: 30%; height: 20px; border: 1px solid black;"></div> <div style="width: 30%; height: 20px; border: 1px solid black;"></div> </div> </div> </div>	 United States Environmental Protection Agency Washington, DC 20460 <h2 style="margin: 10px 0;">Hazardous Waste Permit Application Part A</h2> <p style="font-style: italic; font-size: small;">(Read the Instructions before starting)</p>	
I. Facility's EPA ID Number (Mark 'X' in the appropriate box)		
<input type="checkbox"/> A. First Part A Submission	<input type="checkbox"/> B. Revised Part A Submission (Amendment # _____)	
C. Facility's EPA ID Number <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; height: 20px; border: 1px solid black;"></div> <div style="width: 30%; height: 20px; border: 1px solid black;"></div> <div style="width: 30%; height: 20px; border: 1px solid black;"></div> </div>	D. Secondary ID Number (If applicable) <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; height: 20px; border: 1px solid black;"></div> <div style="width: 30%; height: 20px; border: 1px solid black;"></div> <div style="width: 30%; height: 20px; border: 1px solid black;"></div> </div>	
II. Name of Facility		
III. Facility Location (Physical address not P.O. Box or Route Number)		
A. Street		
Street (Continued)		
City or Town	State	Zip Code
County Code <small>(If known)</small>	County Name	
B. Land Type	C. Geographic Location	D. Facility Existence Date
(Enter code)	LATITUDE (Degrees, minutes, & seconds) LONGITUDE (Degrees, minutes & seconds)	Month Day Year
IV. Facility Mailing Address		
Street or P.O. Box		
City or Town	State	Zip Code
V. Facility Contact (Person to be contacted regarding waste activities at facility)		
Name (Last)	(First)	
Job Title	Phone Number (Area Code and Number)	
VI. Facility Contact Address (See instructions)		
A. Contact Address <small>Location Mailing Other</small>	B. Street or P.O. Box	
City or Town	State	Zip Code

- 2 of 7 -

EPA ID Number (Enter from page 1)

Secondary ID Number (Enter from page 1)

XI. Nature of Business (Provide a brief description)

XII. Process Codes and Design Capacities

- A. **PROCESS CODE** - Enter the code from the list of process codes below that best describes each process to be used at the facility. Thirteen lines are provided for entering codes. If more lines are needed, attach a separate sheet of paper with the additional information. For "other" processes (i.e., D99, S99, T04 and X99), describe the process (including its design capacity) in the space provided in item XIII.
- B. **PROCESS DESIGN CAPACITY** - For each code entered in column A, enter the capacity of the process.
1. **AMOUNT** - Enter the amount. In a case where design capacity is not applicable (such as in a closure/post-closure or enforcement action) enter the total amount of waste for that process.
 2. **UNIT OF MEASURE** - For each amount entered in column B(1), enter the code from the list of unit measure codes below that describes the unit of measure used. Only the units of measure that are listed below should be used.
- C. **PROCESS TOTAL NUMBER OF UNITS** - Enter the total number of units used with the corresponding process code.

APPROPRIATE UNITS OF MEASURE FOR PROCESS DESIGN CAPACITY			APPROPRIATE UNITS OF MEASURE FOR PROCESS DESIGN CAPACITY		
PROCESS CODE	PROCESS		PROCESS CODE	PROCESS	
<u>Disposal:</u>					
D79	Underground Injection Well Disposal	Gallons; Liters; Gallons Per Day; or Liters Per Day	T81	Cement Kiln	Gallons Per Day; Liters Per Day; Pounds Per Hour; Short Tons Per Hour; Kilograms Per Hour; Metric Tons Per Day; Metric Tons Per Hour; Short Tons Per Day; Btu Per Hour; Liters Per Hour; Kilograms Per Hour; or Million Btu Per Hour
D80	Landfill	Acre-feet; Hectare-meter; Acres; Cubic Meters; Hectares; Cubic Yards	T82	Lime Kiln	
D81	Land Treatment	Acres or Hectares	T83	Aggregate Kiln	
D82	Ocean Disposal	Gallons Per Day or Liters Per Day	T84	Phosphate Kiln	
D83	Surface Impoundment Disposal	Gallons; Liters; Cubic Meters; or Cubic Yards	T85	Coke Oven	
D99	Other Disposal	Any Unit of Measure Listed Below	T86	Blast Furnace	
<u>Storage:</u>					
S01	Container	Gallons; Liters; Cubic Meters; or Cubic Yards	T87	Smelting, Melting, Or Refining Furnace	Gallons Per Day; Liters Per Day; Pounds Per Hour; Short Tons Per Hour; Kilograms Per Hour; Metric Tons Per Day; Metric Tons Per Hour; Short Tons Per Day; Btu Per Hour; Gallons Per Hour; Liters Per Hour; or Million Btu Per Hour
S02	Tank Storage	Gallons; Liters; Cubic Meters; or Cubic Yards	T88	Titanium Dioxide Chloride Oxidation Reactor	
S03	Waste Pile	Cubic Yards or Cubic Meters	T89	Methane Reforming Furnace	
S04	Surface Impoundment Storage	Gallons; Liters; Cubic Meters; or Cubic Yards	T90	Pulping Liquor Recovery Furnace	
S05	Drip Pad	Gallons; Liters; Acres; Cubic Meters; Hectares; or Cubic Yards	T91	Combustion Device Used In The Recovery Of Sulfur Values From Spent Sulfuric Acid	
S06	Containment Building Storage	Cubic Yards or Cubic Meters	T92	Halogen Acid Furnaces	
S99	Other Storage	Any Unit of Measure Listed Below	T93	Other Industrial Furnaces Listed in 40 CFR §260.10	
<u>Treatment:</u>					
T01	Tank Treatment	Gallons Per Day; Liters Per Day; Short Tons Per Hour; Gallons Per Hour; Liters Per Hour; Pounds Per Hour; Short Tons Per Day; Kilograms Per Hour; Metric Tons Per Day; or Metric Tons Per Hour	T94	Containment Building - Treatment	Cubic Yards; Cubic Meters; Short Tons Per Hour; Gallons Per Hour; Liters Per Hour; Btu Per Hour; Pounds Per Hour; Short Tons Per Day; Kilograms Per Hour; Metric Tons Per Day; Gallons Per Day; Liters Per Day; Metric Tons Per Hour; or Million Btu Per Hour
T02	Surface Impoundment Treatment	Gallons Per Day; Liters Per Day; Short Tons Per Hour; Gallons Per Hour; Liters Per Hour; Pounds Per Hour; Short Tons Per Day; Kilograms Per Hour; Metric Tons Per Day; or Metric Tons Per Hour	<u>Miscellaneous (Subpart X):</u>		
T03	Incinerator	Short Tons Per Hour; Metric Tons Per Hour; Gallons Per Hour; Liters Per Hour; Btu Per Hour; Pounds Per Hour; Short Tons Per Day; Kilograms Per Hour; Gallons Per Day; Liters Per Day; Metric Tons Per Hour; or Million Btu Per Hour	X01	Open Burning/Open Detonation	Any Unit of Measure Listed Below
T04	Other Treatment	Gallons Per Day; Liters Per Day; Pounds Per Hour; Short Tons Per Hour; Kilograms Per Hour; Metric Tons Per Day; Metric Tons Per Hour; Short Tons Per Day; Btu Per Hour; Gallons Per Day; Liters Per Hour; or Million Btu Per Hour	X02	Mechanical Processing	Short Tons Per Hour; Metric Tons Per Hour; Short Tons Per Day; Metric Tons Per Day; Pounds Per Hour; Kilograms Per Hour; Gallons Per Hour; Liters Per Hour; or Gallons Per Day
T80	Boiler	Gallons; Liters; Gallons Per Hour; Liters Per Hour; Btu Per Hour; or Million Btu Per Hour	X03	Thermal Unit	Gallons Per Day; Liters Per Day; Pounds Per Hour; Short Tons Per Hour; Kilograms Per Hour; Metric Tons Per Day; Metric Tons Per Hour; Short Tons Per Day; Btu Per Hour; or Million Btu Per Hour
			X04	Geologic Repository	Cubic Yards; Cubic Meters; Acre-feet; Hectare-meter; Gallons; or Liters
			X99	Other Subpart X	Any Unit of Measure Listed Below

UNIT OF MEASURE	UNIT OF MEASURE CODE	UNIT OF MEASURE	UNIT OF MEASURE CODE	UNIT OF MEASURE	UNIT OF MEASURE CODE
Gallons	G	Short Tons Per Hour	D	Cubic Yards	Y
Gallons Per Hour	E	Metric Tons Per Hour	W	Cubic Meters	C
Gallons Per Day	U	Short Tons Per Day	N	Acres	B
Liters	L	Metric Tons Per Day	S	Acre-feet	A
Liters Per Hour	H	Pounds Per Hour	J	Hectares	Q
Liters Per Day	V	Kilograms Per Hour	R	Hectare-meter	F
		Million Btu Per Hour	X	Btu Per Hour	I

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EPA ID Number (Enter from page 1)

Secondary ID Number (Enter from page 1)

XII. Process Codes and Design Capabilities (Continued)

EXAMPLE FOR COMPLETING ITEM XII (shown in line number X-1 below): A facility has a storage tank, which can hold 533.788 gallons.

Line Number	A. Process Code (From list above)	B. PROCESS DESIGN CAPACITY		C. Process Total Number Of Units	For Official Use Only
		1. Amount (Specify)	2. Unit Of Measure (Enter code)		
X 1	S 0 2	5 3 3 . 7 8 8	G	0 0 1	
1					
2					
3					
4					
5					
6					
7					
8					
9					
1 0					
1 1					
1 2					
1 3					

NOTE: If you need to list more than 13 process codes, attach an additional sheet(s) with the information in the same format as above. Number the lines sequentially, taking into account any lines that will be used for "other" processes (i.e., D99, S99, T04 and X99) in item XIII.

XIII. Other Processes (Follow instructions from item XII for D99, S99, T04 and X99 process codes)

Line Number (Enter #s in seg w/XII)	A. Process Code (From list above)	B. PROCESS DESIGN CAPACITY		C. Process Total Number Of Units	D. Description Of Process
		1. Amount (Specify)	2. Unit Of Measure (Enter code)		
X 1	T 0 4	.			In-situ Vitrification
1					
2					
3					
4					

EPA ID Number (Enter from page 1)

Secondary ID Number (Enter from page 1)

XIV. Description of Hazardous Wastes

- A. EPA HAZARDOUS WASTE NUMBER** - Enter the four-digit number from 40 CFR, Part 261 Subpart D of each listed hazardous waste you will handle. For hazardous wastes which are not listed in 40 CFR, Part 261 Subpart D, enter the four-digit number(s) from 40 CFR, Part 261 Subpart C that describes the characteristics and/or the toxic contaminants of those hazardous wastes.
- B. ESTIMATED ANNUAL QUANTITY** - For each listed waste entered in column A estimate the quantity of that waste that will be handled on an annual basis. For each characteristic or toxic contaminant entered in column A estimate the total annual quantity of all the non-listed waste(s) that will be handled which possess that characteristic or contaminant.
- C. UNIT OF MEASURE** - For each quantity entered in column B enter the unit of measure code. Units of measure which must be used and the appropriate codes are:

ENGLISH UNIT OF MEASURE	CODE	METRIC UNIT OF MEASURE	CODE
POUNDS	P	KILOGRAMS	K
TONS	T	METRIC TONS	M

If facility records use any other unit of measure for quantity, the units of measure must be converted into one of the required units of measure taking into account the appropriate density or specific gravity of the waste.

D. PROCESSES**1. PROCESS CODES:**

For listed hazardous waste: For each listed hazardous waste entered in column A select the code(s) from the list of process codes contained in item XII A. on page 3 to indicate how the waste will be stored, treated, and/or disposed of at the facility.

For non-listed hazardous waste: For each characteristic or toxic contaminant entered in column A, select the code(s) from the list of process codes contained in item XII A. on page 3 to indicate all the processes that will be used to store, treat, and/or dispose of all the non-listed hazardous wastes that possess that characteristic or toxic contaminant.

NOTE: THREE SPACES ARE PROVIDED FOR ENTERING PROCESS CODES. IF MORE ARE NEEDED:

- Enter the first two as described above.
- Enter "000" in the extreme right box of item XIV-D(1).
- Use additional sheet, enter line number from previous sheet, and enter additional code(s) in item XIV-E.

- 2. PROCESS DESCRIPTION:** If a code is not listed for a process that will be used, describe the process in the space provided on the form (D.(2)).

NOTE: HAZARDOUS WASTES DESCRIBED BY MORE THAN ONE EPA HAZARDOUS WASTE NUMBER - Hazardous wastes that can be described by more than one EPA Hazardous Waste Number shall be described on the form as follows:

- Select one of the EPA Hazardous Waste Numbers and enter it in column A. On the same line complete columns B, C and D by estimating the total annual quantity of the waste and describing all the processes to be used to treat, store, and/or dispose of the waste.
- In column A of the next line enter the other EPA Hazardous Waste Number that can be used to describe the waste. In column D(2) on that line enter "included with above" and make no other entries on that line.
- Repeat step 2 for each EPA Hazardous Waste Number that can be used to describe the hazardous waste.

EXAMPLE FOR COMPLETING ITEM XIV (shown in line numbers X-1, X-2, X-3, and X-4 below) - A facility will treat and dispose of an estimated 900 pounds per year of chrome shavings from leather tanning and finishing operation. In addition, the facility will treat and dispose of three non-listed wastes. Two wastes are corrosive only and there will be an estimated 200 pounds per year of each waste. The other waste is corrosive and ignitable and there will be an estimated 100 pounds per year of that waste. Treatment will be in an incinerator and disposal will be in a landfill.

Line Number	A. EPA HAZARD WASTE NO. (Enter code)	B. ESTIMATED ANNUAL QUANTITY OF WASTE	C. UNIT OF MEASURE (Enter code)	D. PROCESS									
				(1) PROCESS CODES (Enter)					(2) PROCESS DESCRIPTION (If a code is not entered in D(1))				
X 1	K 0 5 4	900	p	T	0	3	D	8	0				
X 2	D 0 0 2	400	P	T	0	3	D	8	0				
X 3	D 0 0 1	100	P	T	0	3	D	8	0				
X 4	D 0 0 2												Included With Above

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EPA ID Number (Enter from page 1)										Secondary ID Number (Enter from page 1)											
XIV. Description of Hazardous Wastes (Continued; use additional sheets as necessary)																					
Line Number	A. EPA Hazardous Waste No. (Enter code)	B. Estimated Annual Quantity of Waste	C. Unit of Measure (Enter code)	D. PROCESSES																	
				(1) PROCESS CODES (Enter code)										(2) PROCESS DESCRIPTION (If a code is not entered in D(1))							
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
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XV. Map	
<p><i>Attach to this application a topographic map, or other equivalent map, of the area extending to at least one mile beyond property boundaries. The map must show the outline of the facility, the location of each of its existing and proposed intake and discharge structures, each of its hazardous waste treatment, storage, or disposal facilities, and each well where it injects fluids underground. Include all springs, rivers and other surface water bodies in this map area. See instructions for precise requirements.</i></p>	
XVI. Facility Drawing	
<p><i>All existing facilities must include a scale drawing of the facility (See instructions for more detail).</i></p>	
XVII. Photographs	
<p><i>All existing facilities must include photographs (aerial or ground-level) that clearly delineate all existing structures; existing storage, treatment and disposal areas; and sites of future storage, treatment or disposal areas (see instructions for more detail).</i></p>	
XVIII. Certification(s)	
<p><i>I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.</i></p>	
Owner Signature	Date Signed
Name and Official Title (Type or print)	
Owner Signature	Date Signed
Name and Official Title (Type or print)	
Operator Signature	Date Signed
Name and Official Title (Type or print)	
Operator Signature	Date Signed
Name and Official Title (Type or print)	
XIX. Comments	
<i>Note: Mail completed form to the appropriate EPA Regional or State Office. (Refer to instructions for more information)</i>	

